



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

3375 Camino del Rio South  
San Diego, California 92108-3883  
619-388-6500

CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION

*Student Services*

**APPROVED**

**Student Services Council  
February 13, 2014  
9:00 a.m. – 11:00 a.m.  
District Office, Room 110  
Minutes**

Julie Barnes  
Gail Conrad  
Ailene Crakes  
Stephen Flores  
Cathi Lopez  
David Navarro  
Gerald Ramsey  
Denise Whisenhunt

Mesa College  
Student Services  
Mesa Academic Senate  
Continuing Education Academic Senate  
City Academic Senate  
Miramar Academic Senate  
Miramar College  
City College

**GUEST:**

Liane DeMeo                      Student Services

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- 1.0 Approval of Minutes
- January 16, 2014
  - Approved

2.0 SB 1456

- At the January 16, 2014, Student Services Council meeting, the Council was provided with a draft of the proposed business process for SB 1456 requirements and MIS data collection. The process is for accepting test scores from other institutions and imaging one and two semester education plans. It was agreed that City, Mesa, and Miramar College would continue discussions at their campus and provide names of who will be accepting test scores to District Student Services at today's meeting. Discussion followed.
- The Council agreed to grant access for accepting test scores from other institutions to the following: counseling supervisor, department chair, and one designee assigned by Vice President of Student Services or testing clerk.

- At the January 16, 2014, Student Services Council meeting, the Council agreed that each campus can use their established education plan template as long as the College Student Identification (CSID) is consistent at the top left-hand side of the form.
- The Council continued their discussion and it was agreed that each campus will submit their abbreviated education plan template to District Student Services by mid-March. The template education plan will be imaged and set up for software programming.
- The Council was provided with the comprehensive education plan definition from the *California Code of Regulations, section 55524* for review.
- The Council discussed MIS data collection for an abbreviated and comprehensive education plan. There were concerns on data collection for both education plans. It was agreed that Gail Conrad will follow up and provide clarification at the next meeting.
- The Council discussed imaging one and two semester education plans. Mesa College shared that their one semester education plan will be available during online orientation and it will not be imaged; however their two semester education plan will be imaged.
- The Council agreed to discuss the matriculation exemption list at a future meeting.

### 3.0 SAT/ACT Data

- At the October 17, 2013, Student Services Council meeting, the Council discussed continuing to use alternate measures as long as they are validated. The Council requested data on the SAT group, captured in three semesters. The data will be available at this meeting.
- The Council was provided data on all college success rates and enrollment by English/math course and test type from spring 2012 to fall 2013.
- It was shared that students that take the SAT are succeeding at a higher rate than students taking Accuplacer.
- The Council agreed to continue this pilot for another year.

#### 4.0 Maximum Allowable Units

- At the October 17, 2013, Student Services Council meeting, Gerald Ramsey inquired about changing the 16 maximum unit load per semester since he routinely approves higher units. It was agreed to reevaluate and discuss this at this meeting.
- The Council had concerns about changing the maximum unit load. Discussion followed.
- The Council agreed to have a decision on the summer 2014 maximum unit load at next week's meeting.

#### 5.0 Registration Options

- The Council reviewed the new proposed options for fall 2014, spring 2015, and summer 2015 registration timeline and discussion followed.
- The Council agreed to the following fall 2014 registration timeline:
  - Applications Available January 27
  - Priority Deadline July 1
  - Generate Appointments July 1
  - Email Appointments July 2
  - Mail Appointments July 3
  - Class Schedule on Web June (TBD)
  - Priority Registration: Special Populations July 14
  - Registration by Appointment July 15 - August 1
  - First Year Experience Registration July 17
  - Open Registration August 4 – 14
  - Opening Day Processing (Thursday) August 14
- The spring 2015 and summer 2015 registration timeline will be discussed at next week's meeting.

#### 6.0 Final Commencement Deadline Dates 2014-2015

- The Council reviewed and finalized the 2014-2015 commencement deadline dates. It will be posted on the Student Services website.

#### 7.0 Influenza Prevention Email Follow Up

- At the January 16, 2014, Student Services Council meeting, Julie Barnes inquired about sending an influenza prevention email notice to students districtwide. It was agreed that Gail Conrad will follow up on the request at this meeting.
- The Council was provided with an influenza prevention email notice that was sent out to students on January 27, 2014.

#### 8.0 Spring Counselor Workshop

- Deferred

#### 9.0 Priority Registration Update

- There were no updates at this time.